

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. M301</b>
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<b>Agency</b> City of Gaithersburg		<b>Division/Unit</b> Police Department
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
1	General Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
2	Written Directives	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
3	Internal Investigations/Administrative Hearing Materials	Retain 12 years after separation of employment, then destroy
Schedule Approved by Department, Agency, or Division Representative.		Schedule Authorized by State Archivist
Date 3-17-14		Date 5-15-14
Signature Mark S Sroka		Signature Tim Bz
Typed Name Mark P. Sroka		
Title Chief of Police		

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Agency City of Gaithersburg		Division/Unit Police Department
Item No.	Description	Retention
4	Response to Resistance Aggression/Threshold Reports	Retain 5 years after separation of employment, then destroy
5	Employee Training Files and Instructor Certifications	Retain 5 years after separation of employment, then destroy
6	Master Training Records – Lesson Plans	Retain for 20 years, then destroy
7	Citizen Police Academy Records:	
a	• Master List of Attendees	Retain 12 years, then destroy
b	• Individual Records	Retain 5 years, then destroy
8	Training materials	Screen annually and destroy records having no further operational value
9	Lawsuits	Retain until a final disposition and balance of current accreditation cycle, then destroy
10	Background Investigations	Retain 12 years after separation of employment or “no hire” decision, then destroy
11	Grant Materials	Retain 5 years after final audit, then destroy
12	Accreditation Files	Retain until superseded and no longer of operational value, then destroy
13	Miles Query Logs	Retain 5 years, then destroy

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RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

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**Agency**  
City of Gaithersburg

**Division/Unit**  
Police Department

Item No.	Description	Retention
14	Criminal Intelligence Lead Sheets	Screen annually and destroy records having no further operational value
15	Informant Files	Retain 12 years after last documented contact, then destroy
16	Examination Requests and Test Results	Retain 3 years after final case disposition, then destroy
17	Invoices	Retain 3 years, then destroy
18	Court Orders and Subpoenas	Retain 3 years after compliance, then destroy
19	Search and Seizure Warrants	Retain 5 years after execution, then destroy
20	Daily Run Sheets	Retain 1 year, then destroy
21	Supervisors' Run Sheets	Retain 1 year, then destroy
22	Canine Use Reports	Retain 5 years, then destroy
23	Disciplinary and Remedial Records	Retain 12 years after separation of employment, then destroy
24	Event Reports	Retain 12 years, then destroy
25	Maryland Automated Accident Reporting System (MAARS) Reports	Retain 12 years, then destroy
26	Special Events Plans	Retain 3 years after event, then destroy
27	After-Action Reports	Retain 5 years, then destroy